Amending the Calendar

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Closing Schools

When school is canceled, the calendar must be updated. This must be done so that attendance will calculate correctly and the attendance reports will be correct. This is how you update the calendar.

Days

Path: Index > System Administration > Calendar > Calendar > Days

1. Remove the check box for School Day, Instruction, and Attendance for each schedule structure.

2. Choose "Weather Cancelled" or "Closed Due to Illness" in the dropdown list.

3. Click Save Day/Day Events.

School Months

Path: Index > System Administration > Calendar > Calendar > School Months

4. Adjust start and end dates of school months. Each month except month 10 must have 20 school days.

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2008	08/29/2008			
Month 2	2	09/01/2008	09/26/2008			
Month 3	3	09/29/2008	10/28/2008			
Month 4	4	10/29/2008	11/26/2008			
Month 5	5	11/27/2008	01/07/2009			
Month 6	6	01/08/2009	02/04/2009			
Month 7	7	02/05/2009	03/04/2009			
Month 8	8	03/05/2009	04/01/2009			
Month 9	9	04/02/2009	05/06/2009			
Month 10	10	05/07/2009	05/29/2009			

Note that the snow day was in month 5. The end date of month 5 must be changed and the start and end date of months 6 through 10 must be changed.

To edit the dates click on the month in the list.

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2008	08/29/2008			
Month 2	2	09/01/2008	09/26/2008			
Month 3	3	09/29/2008	10/28/2008			
Month 4	4	10/29/2008	11/26/2008			
Month 5	5	11/27/2008	01/07/2009			
Month 6	6	01/08/2009	02/04/2009			
Month 7	7	02/05/2009	03/04/2009			
Month 8	8	03/05/2009	04/01/2009			
Month 9	9	04/02/2009	05/06/2009			
Month 10	10	05/07/2009	05/29/2009			

School Month Detail

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
Month 5	5	11/27/2008	01/08/2009			

Terms

Path: Index > System Administration > Calendar > Calendar > Terms

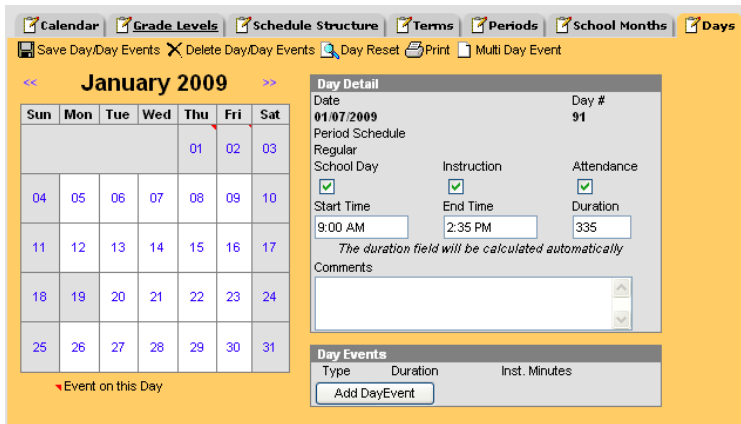If the weather day changes the end of terms, they can be changed on the terms

Term Schedule/Terms Editor

Name
QUARTERS

Term Schedule Detail

*Name   Primary
QUARTERS   ☑

Term Detail

	Name	Sequence	Start Date	End Date
✕	T1	1	08/06/2008	10/08/2008
✕	T2	2	10/13/2008	12/19/2008
✕	T3	3	01/05/2009	03/06/2009
✕	T4	4	03/09/2009	05/14/2009

Add Term

Shortened days

When days are shortened due to early release or delay the calendar must be updated. This will allow absences and tardies to calculate correctly. This update must be made on the calendar for each structure.

Path: Index > System Administration > Calendar > Calendar > Days

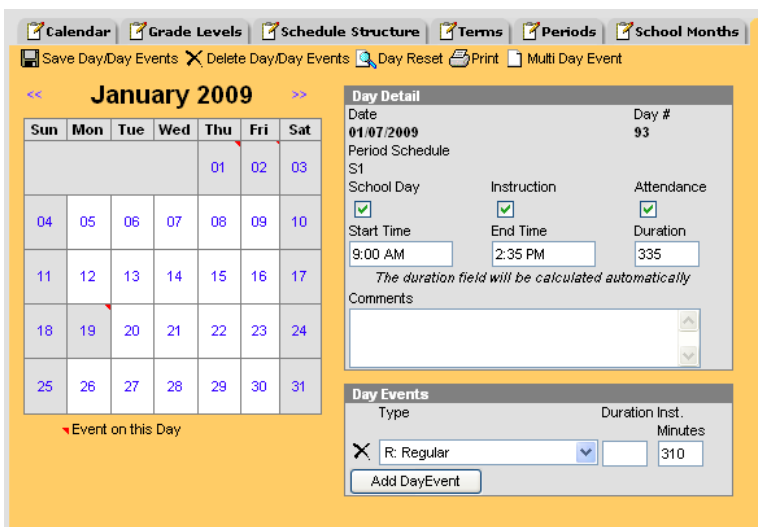1. Enter the start for a delay or the end time for an early release.

2. If non-instructional time changes, for example a non-instructional recess is canceled on the shortened day, click Add DayEvent. Enter the total instructional time for the day. This will override the normal calculation. The normal calculation subtracts any noninstructional minutes listed on the period structure from the duration on the day detail above.